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EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

May 11, 1962

CIRCULAR NO. A-15  
Revised

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Provision of furnishings in personnel quarters

1. Purpose. The purpose of this Circular is to set forth the policies governing the provision of furnishings in civilian and military personnel quarters. These policies are applicable to all Government quarters, wherever located, and to non-Government (privately leased) quarters in Alaska, Hawaii, and areas outside the United States.

This revision replaces and rescinds Circular No. A-15, dated December 29, 1948. It (a) broadens the scope of the Circular to cover all personnel quarters, no matter where located, (b) establishes more definitive policies with respect to the circumstances under which furnishings will be provided by the Government, and authorizes the provision of furnishings in privately leased quarters abroad where it is considered advantageous to the Government, (c) eliminates the maximum table of allowances from the Circular, and (d) authorizes, as a transitional measure, the continued use of furnishings in quarters that do not meet the new criteria, but indicates that such furnishings will not be replaced.

2. Definitions.

a. In the application of this Circular, the "United States" means the fifty States and the District of Columbia.

b. "Furnishings" are defined to include furniture, equipment, and miscellaneous items necessary to provide a reasonable degree of livability in personnel quarters, but do not include household goods, such as linen, cutlery, silverware, dishes, and kitchen utensils.

c. "Government quarters" are defined as housing units that the Government owns, leases, or for which the Government otherwise serves as landlord. These are categorized as follows:

(1) "Transient and seasonal quarters" are those quarters occupied by the same personnel for a period of four months or less.

(2) "Nonhousekeeping quarters" (including barracks and bunkhouses) are those provided to persons who live on a furnished room or dormitory basis.

(3) "Housekeeping quarters" are those which include a kitchen as an integral part of each unit.

3. Policy for transient and seasonal quarters. The Government will provide such furnishings and household goods as are necessary for this type of quarters.

4. Policy for nonhousekeeping quarters. The Government will provide such furnishings and household goods as are necessary for this type of quarters.

5. Policy for housekeeping quarters in the United States. Furnishings will not be provided for housekeeping quarters within the United States, except as follows:

a. A cooking stove and refrigerator may be provided in Government quarters. A washer and dryer may also be provided if specifically approved by the head of the agency.

b. Provision of furnishings is authorized for those Government quarters located in remote and highly inaccessible areas where difficulties in transportation and the length of the normal tour of duty are such that it is more economical for the Government to provide furnishings. An example of this type of quarters would be those located at a ranger station or weather station inaccessible to most motor transportation. Mere remoteness from populous areas is not enough to justify provision of furnishings. The following items should be considered in evaluating relative economies:

- (1) Cost of new furnishings.
- (2) Delivery costs of new furnishings.
- (3) Storage cost of furnishings not in use.
- (4) Cost of moving furnishings in and out of quarters.
- (5) Cost of repairing furnishings.
- (6) Cost of storing furnishings (including related transportation cost) owned by occupants of furnished quarters when such storage at Government expense is authorized by law.
- (7) Cost of administering furnishings program.

The total of the seven items above should be compared with the packing, crating, transportation, and other costs of moving personally owned furnishings which would be incurred if furnishings were not supplied.

c. Furnishings and household goods may be provided in Government quarters when deemed necessary by the head of the agency because the individual occupying the quarters is required to accommodate or entertain visitors frequently as part of his official duties. Application of this exception should be limited to quarters occupied by the senior official in charge of an installation (such as a post commander, hospital superintendent, or prison warden) and, in certain uniformed services cases, to general and flag officers occupying quarters at an installation not under their command.

d. Some furnishings may be provided in Government quarters where personnel are required to occupy quarters which are disproportionately large relative to their income level or where only specially designed or built-in furnishings can be used, such as in mobile homes.

e. Furnishings may be provided in Government quarters where local conditions or climate are such that a special type of furniture is required.

f. Furnishings may be provided in Government quarters and in non-Government quarters located in Alaska and Hawaii, when it is determined by the head of the agency that provision of furnishings at these locations is clearly advantageous to the Government.

g. Furnishings may be provided in Government quarters that are used on a short-term basis while personally owned furnishings are in transit, or where there is an unusually short tour of duty (six months or less) in connection with training, orientation, or other form of special assignment.

h. Furnishings to supplement personally owned items may be provided in public quarters occupied by members of the uniformed services when such items are necessary to insure a reasonable degree of livability and the individual has shipped at Government expense personally owned furnishings, household goods, and personal effects at less than the maximum weight allowance to which he is authorized. Government-owned items should not be substituted for personally owned items that have been shipped or stored at Government expense. The nature and quantity of items provided should not generally exceed the unused weight allowance. Personally owned furnishings of occupants of public quarters may be stored at Government expense only when the quarters will not reasonably accommodate such items.

i. Deep freezers may be provided for use in Government quarters in remote and isolated places where climate and geographical locations necessitate purchasing food in larger than normal amounts.

6. Policy for housekeeping quarters outside the United States. Furnishings will be provided for Government housekeeping quarters outside the United States, except as follows:

a. Unfurnished quarters or partly furnished quarters may be provided at locations where assigned personnel are expected to remain on a long-term basis (four years or more).

b. Unfurnished quarters or partly furnished quarters may be provided at locations where the head of the agency determines that an exception to the general rule of providing furnishings (to allow the shipment of personally owned furnishings) is clearly advantageous to the Government, after giving consideration to factors of overall economy, equity, and morale.

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c. Furnishings will be supplied in quarters occupied by locally hired personnel only under the same criteria as in subparagraphs b and d of paragraph 5 above.

Furnishings may be provided in non-Government quarters at specific locations where the head of the agency determines that provision of furnishings is clearly advantageous to the Government, after giving consideration to factors of overall economy, equity, and morale.

Since the reduction of shipping weight allowances for transportation of furnishings, household goods, and personal effects is necessary to effectuate the savings contemplated by these regulations, agencies should specifically provide for such reductions when furnishings are provided.

7. Selection of furnishings. In buying furnishings to be provided by the Government pursuant to policies prescribed in this Circular, the following criteria will be considered:

a. Furnishings will be of good quality and within price ranges suitable for the occupancy category.

b. Attention will be given to simplicity, interchangeability, adaptability to different room sizes, door placement, maintenance costs, durability, ease of warehousing, and general acceptability to persons of different tastes.

c. Types of furnishings will be appropriate to the climate and to the particular housing units to be equipped, and the general styling and materials will be consistent with those in common use in the locality, insofar as practicable.

d. Furnishings provided should be of commercial types and grades which are reasonably compatible with personally owned items, and consistent with the above criteria.

8. Implementation. Furnishings provided in quarters that do not meet the criteria of this Circular may continue to be used in such quarters but will not be rebuilt or replaced. Such furnishings will be transferred as needed to quarters meeting the criteria, unless new procurement is more economical than transfer. All withdrawals and provision of furnishings made as a result of the policy set out in this Circular will be scheduled to coincide with changes in quarters occupancy to avoid unnecessary disruption of occupants or employees in transit.

By direction of the President:

DAVID E. BELL